



### Notice of Intent to Award

Solicitation Number	198233	Award Date	3/28/2022   7:49 AM CDT	
Solicitation Title	Metro Wide Sign Language			
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov	
BAO Rep	Christopher Wood	BAO Email	christopher.wood@nashville.gov	

### Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Bridges for the Deaf & Hard of Hearing	Company Contact	Eric Workman		
Street Address	935 Edgehill Ave.				
City	Nashville	State	TN	Zipcode	37203

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

### Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

### Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.

No, the EBO Program is not applicable.

### Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.

No, monthly reporting is not applicable.

### Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

### Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

\_\_\_\_ Supervisor (Initial)

Michelle A. Hernandez Lane  
Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

<b>RFQ# 198233 Metro Wide Sign Language Evaluation Committee Score Sheet</b>		
<b>Offeror</b>	<b>Bridges for the Deaf and Hard of Hearing</b>	<b>Interpreters Unlimited</b>
<b>Contract Acceptance</b>	Yes	Yes
<b>Cost (40)</b>	40.00	32.97
<b>Qualifications &amp; Capacity to Perform (30)</b>	30.00	25.00
<b>Experience &amp; Service Delivery (30)</b>	30.00	27.00
<b>Total Evaluation Scores</b>	<b>100.00</b>	<b>84.97</b>
<b>No BAO programming applicable to this solicitation</b>		

### Evaluation Comments

<b>Bridges for the Deaf and Hard of Hearing</b>
<b>Strengths</b> Proposal demonstrated firm's years of experience and years in the industry. Proposal demonstrated firm's local presence and firm's ability and capacity to respond quickly to, and be flexible for Metro's request for services. Proposal demonstrated firm's ability and plan for providing ASL training to the general public. Proposal demonstrated firm's plan for COVID-19 protocol. Proposal demonstrated firm's staff diversity, to include having hearing impaired staff members. Proposal demonstrated firm's medical and legal experience. Proposal demonstrated firm's experience responding in emergency disaster situations. Proposal demonstrated firm's ECC experience. Proposal demonstrated firm's community involvement. Proposal demonstrated firm's compassionate and welcoming approach providing services to the deaf community. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
<b>Weaknesses</b> None noted.

<b>Interpreters Unlimited</b>
<b>Strengths</b> Proposal demonstrated firm's experience and years of service in the industry. Proposal demonstrated firm's charitable contributions, showing the firm donates 2% profit to local charities. Proposal demonstrated firm's experience working with Government entities, with over 2,000 contracts with both local and State Governments. Proposal demonstrated firm's experience with mental health, medical and legal. Firm's project approach includes using an IU System. * Firm offers incentive for delayed services. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
<b>Weaknesses</b> Firm's proposal failed to address and/or provide information on firm's certifications and/or licenses. Firm's proposal failed to address firm's emergency situation plan. Firm's proposed critical plan does not meet Metro's 2-hour response time. Firm's proposed method of employee monitoring is based solely on customer feedback. Firm's proposed plan for continuous quality improvement lacked detail. Firm's provided reference projects were not of similar size, scope or complexity of scope of work for this RFQ. *Proposal anticipates a delay in provided services. Firm's proposal failed to demonstrate a local presence.

Enter Solicitation Title & Number Below			
Metro Wide Sign Language; RFQ 198233		Lowest Bid	
		\$1,072,174.54	40
Offeror's Name	Bids		RFP Cost Points
Bridges for the Deaf and Hard of Hearing	\$1,072,174.54		40.00
Interpreters Unlimited	\$1,300,738.27		32.97
<b>No BAO Programming Applicable this Solicitation</b>			

**Certificate Of Completion**

Envelope Id: A9543144B42D4171A5882EA990B01669	Status: Completed
Subject: Intent to Award - RFQ #198233 Metro Wide Sign Language	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

**Record Tracking**

Status: Original 3/28/2022 7:28:23 AM	Holder: Procurement Resource Group prg@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Michelle A. Hernandez Lane  
michelle.lane@nashville.gov  
Chief Procurement Officer/Purchasing Agent  
Metro  
Security Level: Email, Account Authentication (None)

**Signature**

*Michelle A. Hernandez Lane*  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 170.190.198.185

**Timestamp**

Sent: 3/28/2022 7:30:56 AM  
Viewed: 3/28/2022 7:49:28 AM  
Signed: 3/28/2022 7:49:56 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

Christina Alexander  
christina.alexander@nashville.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 3/28/2022 7:49:59 AM  
Viewed: 3/28/2022 10:14:50 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	3/28/2022 7:30:56 AM
Certified Delivered	Security Checked	3/28/2022 7:49:28 AM
Signing Complete	Security Checked	3/28/2022 7:49:56 AM
Completed	Security Checked	3/28/2022 7:49:59 AM

**Payment Events**

**Status**

**Timestamps**